



December 1, 2014

Announcement 841

## **DME and Vision History Request Form (FA-2) May Be Submitted Via Email**

The Durable Medical Equipment (DME) and Vision History Request form (FA-2) may now be emailed to HP Enterprise Services (HPES). Providers no longer need to fax the form. This improved submission process will assist HPES in tracking and responding to requests.

To submit FA-2 via email, open FA-2 from the [Providers Forms](#) webpage at [www.medicaid.nv.gov](http://www.medicaid.nv.gov), save the form to your computer, complete the form and save it again, then attach the completed form to the email addressed to [nvcodehistory@hp.com](mailto:nvcodehistory@hp.com). Please send the form using encrypted email, such as ZixMail®, and write "FA-2" in the subject line. Please note: If the request is submitted via email, the code history will be returned to you via email.

Please remember to encrypt protected health information when using email. HPES can receive encrypted email via ZixMail.

Encryption is used to protect the confidentiality of stored data and data that are being transmitted to and from the secured network via the Internet. Establishing encryption where necessary is a basic step for protecting sensitive data. [Department of Health and Human Services, Office of Inspector General, March 2014, A-07-14-00433, High-Risk Security Vulnerabilities Identified During Reviews Of Information Technology General Controls At State Medicaid Agencies]